

**CODE: 1701
FLSA: EXEMPT
GRADE: 43**

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: CHIEF OF POLICE
ADMINISTRATION DIVISION
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible managerial and administrative work in planning, organizing, and directing activities of the Town Police Department. Work involves handling the responsibility for the administration and coordination of all Police Department functions and activities including the protection of life and property, community relations, apprehension of criminals, and enforcement of local ordinances, and State and Federal laws and regulations; handling budgetary responsibility, and public and media relations; establishing department philosophy and direction; and managing personnel resources, facilities, and equipment in compliance with department general orders, Town regulations, and Virginia Department of Criminal Justice Standards. Employee performs duties requiring analysis of broad instructions, objectives and policies involving frequently changing conditions and problems. Employee works under stressful, high-risk conditions. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Plans, organizes, directs, and evaluates all police activities of the department; ensures adequate staffing for community protection; ensures services are provided; conducts meetings with staff; assesses effectiveness of department activities; makes changes as appropriate.

Manages personnel functions for the department; plans and oversees the work of the Deputy Chief and subordinate commanders who in turn oversee supervisors who supervise offices, investigators, communication personnel, and support staff; ensures personnel records are maintained accurately; resolves difficult employee relation issues; interviews, hires, promotes, and recommends discharge of personnel as appropriate.

Directs and oversees the investigation of complaints against departmental personnel; ensures staff understands the impact and effect of this responsibility; coordinates internal investigations with State and Federal authorities; coordinates litigation with Town Attorney or appointed outside counsel.

CHIEF OF POLICE

Identifies needs; obtains and allocates resources for the Department; prepares and administers the departmental budget; adjusts priorities as needed; develops alternative funding proposals such as grant applications and administers same; issues and obtains necessary equipment, materials, and supplies; ensures their proper inventory and recordkeeping.

Performs a variety of public relations duties including news releases, interacting with community groups and advisory committees, responding to questions from the public regarding public safety issues, departmental policies, procedures, and services, etc.; provides information; resolves difficult complaints from the general public, other agencies, and community groups; makes public addresses to large audiences; represents the Town at various local and regional functions.

Formulates policy and procedures; plans, develops, and directs Department operations; assesses effectiveness and implements changes as needed.

Collaborates and maintains liaison with other local, State, and Federal law enforcement agencies, and participants in regional efforts and task forces in such issues as criminal street gangs, domestic and international terrorism, and emergency preparedness; ensures adequate response to issues through regional partnerships and sharing of resources; sits on various regional boards and committees as required.

Ensures department compliance with Federal and State standards including the Department of Criminal Justice Services and Virginia State Police, National Crime Information Center, the Virginia Criminal Information Network, and the Code of Federal Regulations; monitors compliance and assesses changes required by new regulations; ensures compliance with crime reporting standards as mandated by the National Incident Based Reporting System and Virginia Incident Based Reporting System.

Prepares and makes formal and informal presentations to the Town Council regarding budgetary issues, expenditures, operations, community issues, and crime prevention efforts; interacts frequently with Mayor and Council responding to constituent issues.

Plans for future needs of department with a five to ten year horizon including budget, capital needs, equipment, facility, personnel, community expectations, and continuity and succession.

Remains current and informed about latest innovations and changes in law enforcement and policing by attending seminars, conferences, meetings, and less formal networking; maintains membership and participates in such professional organizations such as the International Association of Chief of Police, Police Executive Research Forum, Virginia Association of Chiefs of Police, and the Federal Bureau of Investigation National Academy Associates.

Attends staff meetings and presents issues; maintains a working relationship with other agency directors; ensures a cooperative relationship exists between departmental personnel.

Receives and/or reviews various records and reports such as call and crime statistical information, budgetary, ongoing investigations, State laws and regulations, and contracts.

Prepares and/or processes various records and reports such as memoranda, letters, State reports, employee performance reports, and email.

Refers to State Code, Department of Criminal Justice Services standards, Town regulations, Department general orders, professional journals, etc.

CHIEF OF POLICE

Operates a police cruiser and a variety of equipment such as firearms, chemical/bio gear, automatic external defibrillator, radio, mobile data terminal, personal computer, Blackberry, pager, etc.

Uses a variety of computer software such as CAD/RMS, Microsoft Outlook, Microsoft Word, Microsoft Excel, Pentamotion, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Town Manager, Mayor and Council, Deputy Chief and Command staff, department personnel, and the general public.

ADDITIONAL JOB FUNCTIONS

Participates in community non-profit groups and efforts as a representative of Town government and community leaders.

Participates as a board member in statewide groups such as the Virginia Police Chiefs Foundation in sustaining the organization and community outreach efforts such as the Community Youth Conference on Leadership Effectiveness.

Performs general administrative / clerical work as necessary, including but not limited to preparing reports and correspondence, reviewing mail and literature, attending and conducting meetings, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in criminal justice, business, social science or other relevant field, with ten to twelve years of experience in law enforcement, some which has been at the management level; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement courses and possess Advanced Law Enforcement training such as the Federal Bureau of Investigations National Academy, etc. Must possess a valid State driver's license. Is able to be certified in Virginia as a Police Officer.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate different types of equipment and machinery including office equipment, law enforcement equipment and tools, safety equipment, firearms, communications equipment, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of those of sedentary work. Work involves walking, standing, running, climbing, reaching, bending, stooping, kneeling, crawling, and jumping for varying periods of time. Must be able to lift or carry up to one hundred pounds. Must be able to defend one's self from assault and to restrain suspects of varying weights. Must be able to perform required work beyond deskwork such as inspecting during hurricanes, reviewing construction worksites, etc. Requires the abilities related to all outdoor emergency situations.

CHIEF OF POLICE

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes the giving of assignments and directions to subordinates.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, financial documents, etc. Requires the ability to prepare reports, correspondence, budgets, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a diverse staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement, personnel, budgeting, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

CHIEF OF POLICE

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Administration Division of the Police Department as they pertain to the performance of duties of the Chief of Police. Has considerable knowledge of the methods, organization, planning, management and supervision of a Town law enforcement agency as reflected in the needs and requirements of the Town. Is able to develop and administer both short and long-range plans and budgets for the agency. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Has knowledge of how to plan, organize, and direct a law enforcement staff. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to subordinates, co-workers, and employees of other departments as required. Is able to perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism, and implementation of law enforcement procedures. Is able to show a high level of discretion and flexibility in daily operations. Has considerable knowledge of the structure, functions, and inter-relationships of state and local law enforcement agencies. Is able to analyze trends and plan and adjust Police Department services in response to changing trends. Has extensive knowledge of up-to-date methods of law enforcement. Has extensive knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use of firearms. Is able to direct thorough criminal investigations. Has extensive knowledge of legal rights of accused persons and law enforcement. Has extensive knowledge of criminal behavior and methods of operation. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in dealing with emergency situations, handling internal problems of the Department, reacting to public pressures, analyzing and applying new laws, law enforcement methods and techniques, etc. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other Town departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has good organizational, technical, and management skills. Is skilled in the use of computers. Has knowledge of the standard tools, materials and practices of the trade. Is skilled in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the industry.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

CHIEF OF POLICE

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests. Works beyond regular hours. Remains on call to respond back to work on a twenty-four hours/seven day a week basis.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Adjusts and adapts to emergency situations. Responds appropriately.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

CHIEF OF POLICE

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.